General Commercial Checklist



Verify Property is in the City of Fort Worth



Pre-Development Conference



Zoning



Platting



Infrastructure Availability

- Water and Sewer
- Streets
- Engineering
- Drainage



Fire Department Review



Tree Preservation



Building Permit Application



Approval of Building Permit



Building Inspections



Certificate of Occupancy

Planning and Development Department
CUSTOMER SERVICE
817-392-2222



Planning and Development Department
City Hall, Lower Level
1000 Throckmorton Street
Fort Worth, Texas 76102

Phone: 817-392-7820
Fax: 817-392-8105
Automated Permit Request Line: 817-392-6370
www.fortworthgov.org/

Commercial Development Guidelines Checklist

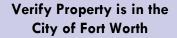


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Planning and Development Department



If the property you intend to develop is not within the City of Fort Worth, you will not need building permits from Fort Worth.

If the property is in the City's Extraterritorial Jurisdiction, a plat application may need to be submitted, and septic system permits are reviewed and approved through the City of Fort Worth and the County Health Department. If you wish to have your property annexed, please contact Allison Gray at 817-392-8030 or visit our website at www.fortworthgov.org/planninganddevelopment.

Pre-Development Conference

Pre-Development Conferences are recommended and available with City staff.

In order to make your development process with the City of Fort Worth as efficient as possible, we encourage you to attend a Pre-Development Conference to ensure detailed information relative to each area of the process is discussed.

This conference serves as an opportunity for those interested in developing in Fort Worth to learn more about certain procedures or to address specific problems before formal development requests are made.

To schedule a Pre-Development Conference, please contact: David Schroeder at 817-392-2239 or complete the online request form at www.fortworthgov.org/planninganddevelopment, then Applications and Form

Note: the following items on the checklist will be discussed in detail at the Pre-Development Conference

Zoning

The property must have appropriate zoning for the intended use. Historic District or Urban Design District guidelines may apply. Zoning information is located at www.fortworthgov.org/planninganddevelopment, then Zoning and Platting or you may call the Zoning Desk at 817-392-8028.

Planning and Development Department

Platting

The property must be platted, or in some cases re-platted, before applying for a building permit. Platting FAQ's are located at www.fortworthgov.org/planninganddevelopment, then Zoning and Platting or you may call the Platting Desk at 817-392-8027.

Infrastructure Availability

- Water and Sewer
- Streets and Drainage
- Engineering

If public infrastructure is required, a complete set of civil drawings must be submitted. Water and sewer availability will also need to be located and water and sewer impact fees will be assessed by staff.

 Water and Sewer
 817-392-8369

 Streets
 817-392-8701

 Engineering
 817-392-8636

 Drainage
 817-392-2252

Fire Department Review

Fire lane, fire hydrant and fire protection requirements are reviewed by the Fire Department. The fire protection plan must be included with your building permit submittal.

Fire Prevention Bureau

817-392-6484 or 817-392-6845

Tree Preservation

To remove trees, you must apply for an Urban Forestry Permit and submit an Urban Forestry Plan. An Urban Forestry Plan/Permit cannot be approved until 21 calendar days following public notice on the City's website.

Urban Forestry Division, 817-392-7931 or www.fortworthgov.org/pacs

Planning and Development Department

Building Permit Application

A complete set of architectural plans must be submitted to the Permit Clerks in the Planning and Development Department. They will then be submitted to the Plans Review Division. A submittal checklist can be found on our website at:

www.fortworthgov.org/planninganddevelopment, Serving You, Plan Review FAQ's. For additional questions following submittal, you may call Plan Review at 817-392-8115.

Approval of Building Permit

Once the commercial building plans have been approved, they can be picked up at the Plan Review front desk. Any remaining fees will be due at that time. Various fees from other departments should be considered and are added throughout the development process. Please refer to the Building Fee Estimator located at:

www.fortworthgov.org/planninganddevelopment, Frequently Requested Data, Fee Schedules.

Building Inspections

Once a permit has been approved, inspections from all four trades (building, mechanical, plumbing, and electrical) may begin. Inspections are required throughout the project. The contractor is responsible for requesting inspections at the proper stage of work by scheduling inspections via phone on the Voice Permits line at 817-392-6370 or by accessing our Online Permitting System via our website at:

www.fortworthgov.org/planninganddevelopment, then Online Permitting System.

Certificate of Occupancy

When inspections have been completed and approved from all four trades - building, mechanical, plumbing, and electrical – a Certificate of Occupancy (CO) will be issued for the building.